

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Code Enforcement Officer I & II

Revision Date: 09/09

EEO Code: Technicians

Status: Non-exempt

Control No: 30670

II Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Chief Building Official, Plans Examiner, or Code Enforcement Team Leader, inspects new or existing structures including properties for compliance with one or more of the City's housing or zoning codes, obtaining code compliance of violations, writing reports and advising residents and property owners on code requirements.

III Essential Duties:

- Inspect new or existing residential, industrial or commercial structures within the City to assure compliance to zoning, site development and any additional City codes as directed by the Community Development Director.
- Inspect properties and buildings for compliance with size, height, hillside ordinances, subdivision conditions of approval and general zoning regulations.
- Explain the zoning codes to contractors and the general public. Make recommendations to achieve compliance with the respective code.
- Provide direction when violations are discovered and issues "Stop Work" orders or citations for noncompliance with appropriate codes. Investigate complaints, makes reports of field inspections and may consult with the City Attorney's Office and act as a witness in prosecution of code violators.
- Inspect residential, industrial and commercial sites within the City to assure compliance with City ordinances. Investigate complaints and notifies the noncomplying parties of the corrective actions required. Develop evidence for possible legal action. File "Notice and Order" complaints against violators. Issue citations on noncomplying properties.
- Meet with various community groups to educate and provide information and solve existing zoning or housing problems. Develop programs to improve the overall quality of the neighborhood.
- Work with the community and special interest groups to perform neighborhood beautification projects.
- Patrol neighborhoods identifying violations of health, zoning, business licensing and other City ordinances and enforce the applicable law. Enforce ordinances in response to complaint calls, dispatched calls or personal observation.
- Investigate complaints on non-building problems, such as grading, blowing dust and debris, mud and dirt in streets and zoning violations.
- Assist various City departments in investigating problems with City-owned property concerning zoning violations.
- Inspect neighborhoods, housing and commercial sites and structures for possible health and sanitation violations and makes appropriate referrals to the Salt Lake County Board of Health.
- Investigate and assist Chief Building Official in the legal process of the abatement of abandoned and dangerous buildings.
- Maintain an accurate daily log and a list of current inspections, complaints and problems reported so that the status can be determined at all times. Prepare all necessary documents and input all ordinance cases into the computer program. Prepare cases for court and appears in court as needed.

IV. Marginal Duties:

- Answer phone calls, including taking and logging complaints, dispatching calls and keeping track of officer locations.
- Assist Fire Marshall, if requested, in any fire investigations.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires a high school diploma.

**Experience:** Two years direct experience in code enforcement preferred.

**Requirements for Code Compliance Officer I:** Requires a valid Utah Driver's License; requires possession of certification related to and approved by ICC or equal national recognized building trades or code enforcement inspector certification within one year of employment.

**Requirements for Code Compliance Officer II:** Requires a valid Utah Driver's License; requires possession of two certifications related to and approved by ICC or equal national recognized building trades or code enforcement inspector certifications or an approved law enforcement POST certification.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Expected to gain considerable knowledge of all City zoning, development and sign codes, correct English usage, spelling, vocabulary and arithmetic. Essential knowledge of all City ordinances which pertain to enforcement and knowledge of all procedures regarding ordinance enforcement.

**Responsibility for:** Great responsibility for the care, condition and use of material and for making decisions affecting the activities of others; putting hostile and upset people at ease; not overlooking or disregarding code violations.

**Communications Skills:** Ability to professionally communicate with citizens, developers and local public officials and agencies; must be able to communicate in hostile environments; requires well-developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; write legibly.

**Tool, Machine, Equipment Operations:** Must have basic computer skills; requires regular use of a copier, two-way radio, calculator and telephone system.

**Analytical Ability:** Communicate effectively both verbally and in writing; violations on site; maintain effective working relationships with co-workers and the general public; promote a positive image of Sandy City; write reports and complete forms; effectively use computer for daily input and some word processing; must be able to handle multiple assignments.

IV. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and to stressful situations as a result of human behavior; great mental effort is required daily; employee will sit or stand for long periods of time.

*Work Environment:* Employee will generally work in a field setting requiring frequent exposure to noise, dust, all types of weather conditions and traffic; frequent contact with the public; position may require some evening and weekend inspections and public presentations.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_